

Toufique Ahmed Wassan

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Professional experience in development sector :

Provincial Coordinator Sindh, Centre for Peace and Development Initiatives, Pakistan (CPDI) April 4, 2016 to Present.

- Assist the Project Manager in implementation of all project activities in Sindh province.
- To Deal with partner Organizations in the province through Citizens Network on Budget Analysis.
- To Coordinate the Trainings/workshops with Journalists on Physical Safety of Journalists at district level in Sindh Province.
- To establish liaison with provincial government (Local Bodies/Information Department) to support the constitutional requirements in Budget making process.
- To build synergies with the press clubs and provincial media associations.
- To establish liaison with the identified universities specially the social sciences department.
- To get the MOUs signed with the universities for implementation of project activities.
- To identify and profile active students for selection of male and female campus ambassadors.
- Profile students for sessions, camps, workshops and other project activities.
- Hold orientation seminars in universities.
- Organize trainings of youth on media literacy.
- Organize trainings of media personnel on role of media in elections.
- Organize campus competitions including debates, essay contests, and quiz etc.
- Establish technology democracy camps.
- Mobilize and engaging youth into Fun Learning games and e-comics on www.Pakvoter.org
- Filling online reporting and database software's for regular reporting and record keeping.
- Submission of all activity reports on prescribed format and in prescribed manner
- Submit monthly and Quarterly reports.
- Take part in CPDI review and planning meetings in Islamabad (as and when required by the management).
- Liaison with district authorities involved in service delivery (Health, Education & Water Sanitation) and Media Persons for effective implementation of the project activities.
- Coordination Disabled led Organizations in Sindh
- Coordination with Ministry for the Empowerment of Persons with Disabilities Sindh
- Liaison with CPDI head office and Disabled led Organizations in Sindh to execute the Seminars, Workshops, Roundtables, Media Engagements to highlight the gross root level issues of PWDs in Sindh
- Coordination with NADRA for the Registration of PWDs in Sindh
- Coordination with Election Commission of Pakistan Sindh Office for Accessibility of Polling stations in Sindh Province.

Program Officer, Minorities Affairs, The Minorities Rights Watch Islamabad. March 2015, to January 2016.

Responsibilities:

- To develop project related M&E tools with the help of supervisor and field teams.
- Maintain regular communication with Manager Programs who oversees M&E throughout the country program.
- To prepare monthly progress reports at the closing of month.
- To Support the administrative and operational requirements of the program as needed.
- To Support manager programs in following up the design, planning, and implementation of the projects.
- To assist with the organization of incoming and outgoing visits, setting up programs, and producing meeting and activity reports.
- To attend/participate in seminars/workshops/dialogues on different forums to raise the issues faced by the minorities in Pakistan.

Junior Management Executive, Pakistan Poverty Alleviation Fund (PPAF) Islamabad July 2013 to March 2015.

Responsibilities:

- To review the proposals submitted by the non-governmental organizations for funding.
- Desk review of the proposals submitted by the non-governmental organizations for funding.
- Preparation of financing agreements with selected organization for partnership with PPAF.
- Performance monitoring through web-based MIS monitoring visits.
- Collection of progress update on weekly and monthly basis.
- Dealing with the financial matters/issues raised by the partner organizations.
- To coordinate Training and capacity building workshops with partner organizations.
- To monitor the gender balance during the implementation of project (s).
- To review the Standard of expenditures (SOEs) submitted by the partner organizations.

Coordinator Training and Capacity Building Interest Free Loan Project Community Initiatives For Development In Pakistan (CIDP) Sep, 2012 - Jun, 2013

Responsibilities:

- To facilitate the training consultants for the capacity building of community regarding the interest free loans.
- To help the community members in the development of business plans.
- To enhance the capacity of staff members of CIDP and encourage them to work in better manner for the development of marginalized communities.
- To develop linkages with different Vocational Training institutes and their trainers to organize joint venture of community trainings.
- To develop strong coordination cycle with Government line departments and Non-government Organization
- Arrangements of travel for the participants coming to attend the event from different areas of country.
- Arrangements of Accommodation for the participants.
- Responsible to Prepare a Check list to ensure the completion of all tasks assigned by supervisor.
- Team management
- Daily report submission to Event coordinator and responsible to coordinate with different stakeholders.
- Note taking.
- Responsible to submit event report for each training workshop on regular basis.

Consultant - Report Writing, Sustainable Agriculture Action Group (SAAG) August 1st-10th, 2012

Responsibilities:

- Attended the Hari (peasants) Conference at Public School Auditorium Sukkur
- Recorded notes of conference speakers
- Prepared and submitted a comprehensive report on the conference proceedings
- Disseminated report findings in a seminar

Consultant - Public Consultation, Hagler Bailly Islamabad, July, 2012- Sept, 2012

Responsibilities:

- Identifying stakeholders
- Leading on identification of villages affected by land acquisition for thermal power stations
- Conducting assessment of projects, people and structures.
- Collating and analyzing socio-economic, cultural and demographic characteristics of the affected areas and communities.
- Design and undertake income asset survey in affected areas.
- Assessing impact on women and vulnerable groups with respect to their health and Hygiene.
- Preparing a participatory consultation framework over project life in collaboration with team and senior colleagues.
- Identifying institutional mechanisms for the implementation of the social components of the project.
- Evaluating need for a resettlement plan/policy framework.

Project Manager, Community Development Foundation Jacobabad February-July 2012

Responsibilities:

- Lead on and managed project on community development.
- Developed full-scale project plans and associated communication documents.
- Effectively delivered project expectations to team members and stakeholders in a timely and clear manner.
- Liaised with a wide range of stakeholders on an on-going basis
- Prepared and submitted project budgets.
- Managed teams, delegated tasks and responsibilities to appropriate team members regarding the trainings of communities on Health & Hygiene Wash issues.
- Identified and resolved issues and conflicts within staff members.
- Planned project timelines and milestones using appropriate tools.
- Tracked project milestones and deliverables.
- Developed and delivered progress reports, proposals, requirements documentation, and presentations.

District Project Officer, Marie Stopes Society at Behtar Zindagi Centre Jacobabad July 2011 – January 2012

Responsibilities:

- Managed the Behtar Zindagi Centre at Jacobabad
- Undertook monitoring of centre activities and projects
- Oversaw and arranged camps on Health & Hygiene issues of women and children in the area.
- Coordinated with district line departments
- Maintained quality of services
- Reported and implemented MSS policies and procedures

**Research Assistant, Uks- A Research, Resource & Publication Centre on Women and Media Islamabad.
September 2010 to 15th July 2011.**

Responsibilities:

- To participate in different seminars as the representative of Uks Research Centre Islamabad.
- To maintain the contact list of Uks- Research Centre.
- To assist the trainers of Uks Research Centre in different training workshops in all over the country.
- To submit the report of each training workshop within 3 days after the date of training workshop.
- To develop the linkages with different media channels and their reporters.

Assistant Event Coordinator, Uks- A Research, Resource & Publication Centre on Women and Media Islamabad Dated on 28th October 2010.

Responsibilities

- Arrangements of travel for the participants coming to attend the event from different areas of country.
- Arrangements of Accommodation for the participants.
- Responsible to Prepare a Check list to ensure the completion of all task assigned by supervisor.
- Team management
- Daily report submission to Event coordinator and responsible to coordinate with different stakeholders.
- Note taking.

Media Monitoring Analyst, Uks- A Research, Resource & Publication Centre on Women and Media Islamabad. 1st August 2010 to 31st August 2010

Responsibilities:

- I was responsible to submit the analysis of a well-known newspaper daily Kawish and a famous news channel Kawish Television Network (KTN).
- To get help from other channels for comparative analysis with Sindhi media.
- To maintain the glossary of difficult word from Sindhi language.

Assistant Trainer/ Training Coordinator, Uks- A Research, Resource & Publication Centre on Women and Media Islamabad. May 2010 to July 2010.

Responsibilities:

- Preparation of material for training workshops
- To submit the work plan before leaving for field visit.
- To share the outlines of programs with the supervisor.
- To keep in touch with the supervisor during the days of field visit.
- To conduct orientation session on first day of each training.

Consultant Radio Producer, Uks- A Research, Resource & Publication Centre on Women and Media Islamabad. May 2010 to July 2010.

Responsibilities:

- Preparation of Questionnaire guideline
- To submit the work plan before leaving for field visit.
- To share the outlines of programs with the supervisor.
- To explain the reason of selecting the issue for radio program.
- To keep in touch with the supervisor during the days of field visit.

- I was responsible to submit a series of 7 (Seven) Radio programs on different issues related to human rights.

Qualifications

- Master of Science in Gender Studies from Quaid-i-Azam University Islamabad awarded in January 2011 Grade: B, 61.53%
- Bachelor of Arts, Social Work from University of Sindh Jamshoro awarded in May 2008, Grade B, 68.18(%)

Academic research

- Six-month secondary data and fieldwork based Master's research thesis work titled 'The Portrayal of Women in Sindhi Literature, Analysis of Noor-ul-Huda Shah's Short Story Jala-Watan'.

Research experience

Centre of Excellence in Gender Studies Quaid-i-Azam University Islamabad 2010

Locale: Hyderabad & Jamshoro Sindh

- Six-month secondary data and fieldwork based Master's research thesis work titled 'The Portrayal of Women in Sindhi literature: Analysis of Noor-ul-Huda Shah's Short Story Jala-Watan'
- Preparation of data collection tools
- Themes Development
- Preparation of Research Guideline,
- Analysis of data through transcriptions.
- Organize the data in a systematic manner

Centre of Excellence in Gender Studies Quaid-i-Azam University Islamabad 2010

- Perception about Masculinity
- Geographical Area: Islamabad
- Conducted In-Depth Interview of Professionals on Masculine behaviors
- Followed Research guideline
- Data collection

Centre of Excellence in Gender Studies Quaid-i-Azam University Islamabad 2010

- Media Monitoring: A case study of Pakistani Women
- Geographical Area: Islamabad
- Data collection (Qualitative)
- Data analysis and report writing

Centre of Excellence in Gender Studies Quaid-i-Azam University Islamabad 2009

- Degradation of Weather and effects on women lives
- Geographical Area: Islamabad
- Data collection (Qualitative)
- Data analysis and report writing.

Centre of Excellence in Gender Studies Quaid-i-Azam University Islamabad 2009

- Child labor and parent's behavior regarding poverty
- Geographical Area: Islamabad
- Research Proposal development
- Manage and plan field work
- Selection of Respondents

Freelance Journalist

With Daily Awami Awaz Newspaper, Daily Koshish Newspaper, Daily Sindh Newspaper, Daily Agwan Newspaper, Daily Hulchal Newspaper Online Indus Newspaper, Daily Parwan Urdu Newspaper, Kehdo.pk, Imranjunior Web & Monthly Magazine Humsari Hyderabad. I am writing articles on Social Issues, Budget accountability, Transparency, Local Government Systems, Economy, Gender, Governance & Right to Information

Additional information

- Date of Birth: 1st January 1988
- CNIC No: 45205-8545744-1
- Languages: Sindhi (First language), Urdu (Fluent) English (Advance), Punjabi & Saraiki (intermediate)
- I.T Skills: Proficient in Microsoft office packages including WORD, POWERPOINT, EXCEL, OUTLOOK and E-mail management.

References:

Tasneem Ahmar

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Muhammad Shahbaz Shafique

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